

**TOWNSHIP OF HAMILTON  
JOB DESCRIPTION**

POSITION TITLE: **FIRE PREVENTION INSPECTOR**  
DEPARTMENT: **COMMUNITY DEVELOPMENT**  
DIVISION: **FIRE PREVENTION**  
UNION: **NO**  
FLSA STATUS: **NON-EXEMPT**

**SUPERVISION:**

Reports to: Fire Official  
Position Titles Supervised: None

**POSITION QUALIFICATIONS:**

Education Required: Graduation from high school or GED equivalent; graduate of State Fire Academy; must hold certification from the Division of Fire Safety (N.J.A.C. 5:71-2.4)

Experience Required:

**SPECIALIZED KNOWLEDGE/SKILLS:**

- Valid New Jersey Drivers License;
- Extensive knowledge of modern fire protection principles, procedures, techniques and equipment;
- Working knowledge of building, mechanical and fire codes; extensive knowledge of inspection techniques;
- Working knowledge of fire suppression techniques and equipment;
- Ability to effectively apply standard fire prevention techniques;
- Ability to organize assigned work and develop effective work methods;
- Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to perform the duties of the position;
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public.

**POSITION SUMMARY:**

Performs a variety of administrative and technical work related to fire inspection and prevention.

**PHYSICAL/ENVIRONMENT CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operated objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and talk or hear. The employee is required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

While performing the duties of this job, the employee may work in outside weather conditions. The employee may work near moving mechanical parts and in high, precarious places and may be exposed to wet and/or humid conditions, or airborne particles and confined spaces.

Work performed is subject to interruptions.

The employee must occasionally lift up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

**EQUIPMENT:**

Township vehicle, computer, copier, FAX machine, telephone

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

Inspects existing residential and commercial properties for compliance with N.J. Uniform Fire Code. Resolves compliance problems with owners within scope of knowledge and authority. Participates in the inspection of hydrants, sprinkling systems, and elements of a fire prevention or protection system.

Assists in the investigation of fire incidents. Provides public education in fire prevention, including giving talks, demonstrations, and presentations before community groups, schools, and other organizations or institutions. Responds to complaints regarding fire code violations and fire hazards. Issues warnings and citations for fire code violations. Issues burn permits.

Maintains a variety of data and records regarding fire inspection or protection activities; prepares reports regarding fire inspection or prevention as required. Instructs classes in assigned subject areas.

When directed, schedules and performs initial, special, annual inspections and re-inspections of rental units proposed for acceptance, or continuation as a rental unit.

Determines compliance with State Uniform Fire Codes, local housing codes and quality standards; document deficiencies and file written reports. Follow up with owners as necessary.

Performs re-inspections to insure required repairs are completed prior to contract/lease commencement or continuance.

When required, assists in the enforcement of property maintenance and performs other code inspections.

Issues summons, appears and testifies in court proceedings as necessary.

Answer questions and provide information to the public. Take actions to resolve complaints.

Performs clerical functions and related duties as required.

### **SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

**CORE COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

*Customer Service* – Responds promptly to resident inquiries in a courteous and professional manner. Displays a respectful attitude by way of a positive, affable disposition in serving residents, co-workers, and the general public.

*Quality Work* – Performs assigned tasks accurately, is thorough and neat, and displays a professional demeanor; exhibits practical/technical knowledge required on the job; is reliable regarding task completion and follow up; observes prescribed work break/meal periods; is punctual; and has an acceptable overall attendance record; works with little or no supervision.

*Operational Effectiveness* – Follows policies and procedures; supports Township's mission and vision; looks for ways to improve and promote quality; maximizes resources; seeks and accepts new assignments and assumes additional duties when necessary; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

*Communication* – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; writes clearly and informatively, presents numerical data effectively.

*Teamwork* – Balances team and individual responsibilities; exhibits objectivity and openness to other’s views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

*Safety* – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Approval:** Michael Jacobs, Administrator  
**Revised:** December, 2011  
**Effective Date:** **January, 2012**